TOWN OF WEST BROOKFIELD
ADVISORY COMMITTEE
MINUTES
December 11, 2017

Present: Brad Hibbard  Others Present: Jeff Bagg, CMRPC Project Manager
Tom Long  Keith Arsenault, Chair Master Plan
Dan Bigda  Doug Aspinall
Lori Loughlin  Roland Sickenberger
Pam Griffing

The meeting was called to order by Chair Lori Loughlin at 6:15 p.m.

MASTER PLAN: Jeff Bagg, CMRPC Project Manager and Keith Arsenault, Chair of the Master Plan Committee were in attendance. Jeff Bagg said he has been working on the Master Plan for eleven months and it is 95% complete. Currently, CMRPC is looking for input, errors, omissions, etcetera. He is meeting with the Planning Board later this evening. They are the board that formally adopts the plan. Committee members provided their input. Jeff Bagg said there is an opportunity for the Town to apply for a Village Center grant and a DLTA (District Local Technical Assistance) grant. He is working with the Master Plan Committee on this. If successful, the Town could receive a small amount of money that could be used to begin implementation of the plan. Jeff and Keith spoke of the need to form and budget an Implementation Committee to insure the plan doesn’t sit on the table. Keith mentioned a number of short and long-term goals that were identified in the master plan process. The Advisory Committee will meet jointly with the Selectboard next week to discuss the Master Plan.

INTERVIEW OF CANDIDATES: Lori received letters from Doug Aspinall and Roland Sickenberger, both who are interested in being on the Advisory Committee. They were present this evening and were interviewed. Lori advised she had received an e-mail today from another resident interested in the position and she will contact him. There are two vacancies to be filled. The committee agreed to interview all candidates before making appointments.

MINUTES: Brad Hibbard made a motion to approve the minutes of November 6, 2017 as presented. Dan Bigda second. Vote was unanimous to approve the minutes of November 6, 2017 as presented.

RESIGNATION: The Committee received a letter from Richard Gobi resigning from the Committee. Richard’s efforts and input will be missed.

2018 BUDGET LETTER: Pam Griffing read an initial draft of the letter and will forward it to committee members for review at the next meeting.
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TAX COLLECTOR ISSUES: Lori Loughlin and Dan Bigda attended an information gathering meeting with Mary McKenna, Department of Revenue Project Manager. In attendance were the Selectboard, Executive Secretary, Treasurer, and Justin Cole, Baystate Municipal Accounting. Lori and Dan provided the committee with an overview of the discussions regarding the current state of the Town’s financial affairs. The excise tax problem was discussed as was the potential for a forensic audit of the Town’s books. This was good news as the committee has been asking for a complete audit for some time.

OLD/NEW BUSINESS: Lori Loughlin said the State has recently made a change in the Green Communities Program in that towns can now opt out of the program. She previously had reservations about the program but with the change she agrees that it should be brought before the town again.

Pam Griffing is working to provide committee members access to budget information in her absence and will forward information to committee members. It was discussed that the committee purchase a lap top computer so that current budget information is available to members at each meeting.

Lori advised that the Town may be looking for volunteers to stuff tax bill envelopes during the last week of December. Several members said they would be available.

Pam Griffing made a motion to adjourn the meeting. Dan Bigda second. The meeting adjourned at 8:10 p.m.

Respectfully submitted,

Christine M. Long
Secretary